

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Library Media Licensure Endorsement**  
**Grades P-8 and 7-12**  
*Additional Licensure Plan*

Name: \_\_\_\_\_ S.S.#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ County: \_\_\_\_\_ School District: \_\_\_\_\_

School districts seeking to employ teachers to teach out of field (not in the field in which the teacher is currently licensed) will use the Additional Licensure Plan (ALP) to meet that need. School districts may use the ALP process to address unusual emergency situations when licensed teachers are asked to. School districts may not exceed the three-year limit without possible penalty.

**THIS AREA CANNOT BE ADDED BY TESTING ONLY.**

**Eligibility Guidelines:** Teachers must meet the following conditions:

- possess an initial or standard Arkansas teaching license,
- seek to add this area of licensure or endorsement, and
- be assigned to teach in this area rather than the one for which they are currently licensed.

**Teachers assigned to work in this endorsement area must complete a Masters Degree in School Library Media and pass the required assessment(s) for the new licensure area. The application, when submitted, must bear the signature of the university's Licensure Officer verifying completion of the program of study. Test score(s) and official transcript must be attached. The additional area of licensure will be added to the credential when all licensure requirements, including a Master's Degree in School Library Media, are successfully completed and an application is submitted with recommendation from the university.**

**Required Assessments**

- **Praxis II: Library Media Specialist, test #0311, minimum score required: 148**

NOTE: Test at a Glance (TAAG) study guide booklets are available on line from [www.ets.org/praxis](http://www.ets.org/praxis) . Any teacher registering to take any Praxis assessment is strongly encouraged to obtain these study materials.

**Recommended Content Background:**

- ✓ Teach information literacy skills and strategies integrated with content learning and provide both technological and intellectual access in a climate that promotes literature appreciation, reading, and above all, student learning.
- ✓ Lead in establishing an integrated library media program by collaborating with classroom teachers to use instructional design concepts in the planning and teaching of a standards-based curriculum.

- ✓ Grow as a professional who, through reflective practice, active involvement in professional organizations, and lifelong learning, uses daily the knowledge bases of library science, education, technology, and research.
- ✓ Advocate the ethical use of information by both modeling and teaching about equity, intellectual freedom, copyright, privacy, and confidentiality.
- ✓ Establish equitable policies and procedures prepare and manage budgets, plan for and implement changes in facility, conduct inventory, write reports, supervise staff, and monitor all services of the library media center.
- ✓ Provide information and reference services to the school and its community and take responsibility for evaluating emerging technologies as needed.
- ✓ Provide information access and delivery services such as the online public access catalog, circulation, networking and interlibrary loan of resources.
- ✓ Develop collection policies and coordinate the careful selection, acquisition, maintenance, and networking of materials and equipment, giving attention to the inclusion of diverse viewpoints and learning delivery systems.
- ✓ Promote library media services through multiple venues, effective communication skills, media design and program development, thus consistently establishing a positive relationship within the school and the community.
- ✓ Develop and find funding for special programs that are dynamic and accessible for diverse user groups and that serve the mission of the school.

**Employing School District Guidelines**

- The employing school district will document the need to assign a teacher out of field because an appropriately credentialed teacher is not available.
- The employing school district superintendent shall submit a waiver request and completed ALP form to the ADE Office of Professional Licensure **within 30 days of the out-of-field teaching assignment**, thus documenting the above statement.
- The employing school district understands that a teacher working under this ALP shall make adequate yearly progress (as specified in the Rules Governing the Addition of Areas of Licensure or Endorsement) each year that the teacher is employed in the out-of-area assignment.
- The employing school district understands that the teacher will have no more than three calendar years from the first date he/she was employed in the out-of-area assignment by any district to meet full licensure requirements for the additional licensure or endorsement being sought. A waiver request must be submitted each year the teacher is employed out-of-area.

**School District Assurances**

I certify that the above statements are true and correct to the best of my knowledge.

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher ALP Guidelines**

Teachers shall make adequate yearly progress (as specified in the Rules Governing the Addition of Areas of Licensure or Endorsement) each year that the teacher is employed in the out-of-area assignment. The teacher will have no more than three calendar years from the first date he/she was employed in the out-of-area assignment by any district to meet full licensure requirements for the area being sought.

Applicant's signature: \_\_\_\_\_ S.S.# \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED FORM TO:**

Arkansas Department of Education  
Office of Professional Licensure  
Four Capitol Mall, Room 106 B  
Little Rock, AR 72201-1071

Phone: 501.682.4342  
Fax: 501.682.4898  
[arkedu.state.ar.us](http://arkedu.state.ar.us)

As of August 19, 2009